



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 41st FIRES BRIGADE
BUILDING 10053 BATTALION AVENUE
FORT HOOD, TX 76544

AFYB-FB-CDR

08 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Command Policy Letter #5 - Prevention of Sexual Harassment

1. REFERENCES.

- a. AR 600-20, Army Command Policy, Chap 6, 11 February 2009.
- b. III Corps Command Policy Letter

2. APPLICABILITY. This policy applies to all Soldiers, Family Members and DOD Civilian Employees.

3. PURPOSE. To define sexual harassment and to emphasize the importance of establishing an environment free of sexual harassment.

4. POLICY.

a. Improper sexual behavior or treatment towards others is not in keeping with the standards expected of Soldiers and civilian employees. All Soldiers and Civilians in this command will strive to maintain a work environment free from any form of sexual harassment. Sexual harassment includes implicit and explicit sexual advances, requests for sexual favors, deliberate or repeated offensive comments or gestures, or physical contact of a sexual nature in a work or work-related environment.

b. Improper sexual treatment includes sexual discrimination and sexual harassment, both of which are detrimental to unit cohesiveness and combat readiness.

c. The following are 41st Fires Brigade Standards for POSH:

(1) Commanders (Battalion and above): establish and sustain a unit climate in which the dignity of all Soldiers is respected and where Soldiers are not subjected to inappropriate behavior or comments by any Soldiers. Through leadership, communication, and examples they will ensure subordinate leaders fully understand what constitutes appropriate behavior for themselves and their Soldiers. They will also ensure that a feedback mechanism is in place, so they can accurately assess whether their units are experiencing sexual harassment. Commanders will ensure that complaints of sexual harassment are reacted to promptly and treated with the utmost concern by the entire Chain of Command.

(2) Junior leaders (Company and below): are the initial response point for complaints of sexual harassment. Soldiers look to them for guidance and examples and they are crucial to fostering a positive unit environment. They must scrupulously avoid making any inappropriate remarks or engaging in any inappropriate behavior, and should immediately correct any subordinate whose conduct may be questionable. Junior leaders must promptly report all complaints of sexual harassment to the next higher Commander.

(3) Soldiers and Civilian employees: All Soldiers and Civilian employees must understand what conduct is considered inappropriate and they must refrain from engaging in such conduct, both on and off duty. They must understand the procedures for reporting sexual harassment complaints and to promptly report all inappropriate behaviors to the Chain of Command.

d. Battalion and Company Commanders implement formal programs to address the issues of sexual harassment. Requirements are as follows:

(1) Educate and train: Every Leader, Soldier and Civilian employee must understand the standards for proper behavior. I expect you to conduct semi-annual training for the Soldier and Leaders. Tailor this training to the target audience. Topics can include but are not limited to the following: behavioral characteristics and other indicators of EO problems, what are and are not appropriate and acceptable behaviors leading to unit cohesion and teamwork; identifying, dealing with, preventing, and eliminating gender discrimination and sexual harassment. Soldiers and Civilians need to know the limits of acceptable behavior, both on and off duty. They must also know the procedures for reporting violations. Leaders must further be skilled in identifying and dealing with instances of sexual harassment.

(2) Prevention of sexual harassment will be part of In-processing and Leader orientation/development programs. You can get some help from the Equal Opportunity Advisor and Leaders. They are a great resource, but I expect the Chain of Command to conduct this training. Include more frequent informal talks with Leaders, Soldiers, and Civilians as part of the training and process in small group settings. DA Pam 350-20, Unit Equal Opportunity Training Guide, and TC 26-6, Commander's Equal Opportunity Handbook may assist Commanders in developing required training.

(3) Enforce the standards: I expect every leader to be alert for instances of sexual harassment, regardless of when or where it occurs, and deal with it promptly. Formal Complaints must get swift and concerned response to me within 24 hours via email and a notification of receipt of a formal EO complaint memorandum. Additionally, the Commander will provide a progress report to me 21 days after the date on which the investigation commenced and 14 days thereafter until completion. Every Soldier and Civilian employee must have confidence that they can bring these matters to their Chain of Command.

7. I am committed to providing a climate for all members of this Command that is free of sexual harassment. I expect your personal commitment to make it work.

8. EXPIRATION. This policy remains in effect until superseded or rescinded.

9. PROPONENT. The proponent for this policy letter is the 41st Fires Brigade EO Office at (254) 287-9576.



JOHN C. THOMSON III
COL, FA
Commanding

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